

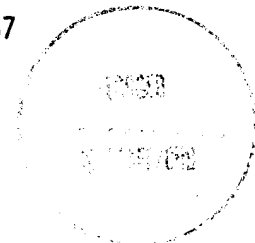
B46-SR

DCI/ICS 3644-87  
23 September 1987

MEMORANDUM FOR   
Chief, Administrative Staff

FROM:   
Director, Program and Budget Staff

SUBJECT: Request for Renovation on 4th Floor



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1. Although plans for locating additional personnel on the 4th floor are not complete, it is clear that certain steps must be taken to make two of our offices more habitable and to improve air distribution for the entire floor.

- o Room 4S-12 is currently used to house a printer, OCR machine, and a Textronics graphics device. Since we will have to use this room as an office, please arrange to have the machines removed and the room painted. We will also require office furniture for it.
- o The air distribution system for the floor needs to be made functional. Neither rooms 4S-12 nor 4S-10 (already in use as an office) have any ventilation whatsoever. Moreover, with the arrival of the new personnel, the open areas on the north and south ends of the floor will both have to accommodate additional secretaries and ADP equipment. We were unable last summer to keep these areas comfortable, even with all office doors open, air conditioners running at full power, and use of fans. The additional people and machines in those areas will make a marginal situation unsatisfactory.

2. We have been working closely with your staff throughout the move exercise, and will continue to do so. If there is anything we can do to assist, please let us know. Thank you in advance for your help.



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